NOVEMBER/DECEMBER 2023

BSCM66/BSCP56 — COMPUTER APPLICATION IN BUSINESS

Time : Three hours Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. What is meant by Computer?

2. What do you mean by Hardware?

3. Define software.

4. What is Scrollbars?

5. Give short note on Word Count.

6. Give the Shortcuts Keys of Help, Spell Check, and Thesaurus.

7. What is meant by Formatting Charts?

8. What is Pivot Table?

9. Define e Commerce.

10. What is meant by Credit Card?

SECTION B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) Explain Anatomy of Digital Computers.

Or

(b) Discuss the Input and Output Devices.

12. (a) Explain the Manipulating Tables.

Or

(b) Briefly explain about Auto Formatting in MS Word.

13. (a) What is on the Excel Screen?

Or

(b) How to Starting MS Excel?

14. (a) Discuss Creating and Editing Slides.

Or

(b) Explain how you will insert a chart in power point.

15. (a) Explain the Application of e-commerce.

Or

(b) What are the Advantages of e-commerce?

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. What are the components of a Computer?

17. Explain the printing document.

18. How to Creating and Formatting different types of Charts?

19. Explain about Formatting of Text and Paragraphs in Power Point.

20. What are the classifications of e-commerce?

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